

1. Applicant details

Surname		
Given names	Date of birth	
Organisation		
Contact address		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Email address		Fax

2. Key details

Key Tag No		
Complete set of keys received – 3 keys (refer photo below)	<input type="checkbox"/> Yes	
Proposed Location for use of keys		
Temporary Event Application No	Paid <input type="checkbox"/> Yes	<input type="checkbox"/> No* <input type="checkbox"/> N/A
* The keys cannot be provided until the fee has been paid.		

3. Declaration of applicant

I hereby accept full responsibility for the above keys and will return it/them to Sunshine Coast Regional Council Customer Service Centre by _____ (Date)

Signature	Date
CSO Name	CSO Signature

4. Return of the Keys

Date Returned	Signature
CSO Name	CSO Signature
Complete set of keys returned – 3 keys (refer photo below)	<input type="checkbox"/> Yes <input type="checkbox"/> No* (If no – report issue to TL)
 <p>The event key sets comprise of 3 keys on a blue key tag.</p> <ol style="list-style-type: none"> 1) Energex 929 key (electricity supply) 2) 30 padlock key 3) AZ11 key (some facilities) 	

Privacy

Council will use any personal information provided by you for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

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